

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA # 21-482	C&P Analyst Approval	Date	
Employee Name	Division Administrative Services, Budget Management Branch			
Position No / Agency-Unit-Class-Serial 461-242-5284-XXX	Unit Estimates Unit			
Class Title Associate Budget Analyst	Location Sacramento			
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID	Work Week Group:	Pay Differential 412	Other N/A
<p>Briefly (1 or 2 Sentences) describe the position's organizational setting and major functions</p> <p>Under general direction of the Staff Services Manager I (SSM I), the Associate Budget Analyst (ABA) will perform more complex fiscal and patient caseload analysis by developing patient caseload, population estimates and methodologies. These forecasts are used in the development of Department of State Hospitals' November and May Revision estimates, which are provided to the California Health and Human Services Agency (CHHSA), the Department of Finance (DOF), the Legislative Analyst's Office (LAO), and the Legislature. The ABA may function independently and/or as a team leader and is responsible for preparing patient population projection worksheets and completion of various ad hoc data analysis and written reports on issues impacting the state hospitals. The ABA will prepare fiscal and caseload analysis as well as analysis relating to program policy issues. This position requires strong grammar, spelling, proofing, and writing skills; as well as advanced Microsoft Excel experience, including the development and utilization of complex formulas and methodologies. The ABA works under minimal supervision of the SSM I and will communicate with departmental staff at all levels, as well as staffs of DOF, CHHSA, LAO, and Legislature. Governor's budget development and knowledge of the legislative process is highly desirable. The ABA will cross train in alternative assignments within the Budget Management Branch.</p> <p>This position requires consistent and regular attendance. Overtime may be required due to time sensitive, heavy workload.</p>				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).			
40%	<p>Independently develop caseload estimates utilizing complex fiscal and caseload analysis. This includes the analysis of state hospital population changes, development of population estimates using trend and regression analysis, development of methodologies to forecast changes in caseload, developing various displays to visually articulate data, researching program changes requiring funding approvals, developing narrative requests to support funding proposals and completing complex calculations to update quantitative information.</p> <p>Primary point of contact for coordinating responses to outside agencies questions and inquiries on fiscal and programmatic information provided in department estimates.</p>			

30%	Perform in-depth research and analysis in the areas of patient care costs (including Medicare billing, trust accounting and issues related to generated revenues), state hospital expenditures (researching trends occurring within specific line items), state hospital cash flow (comparative analysis of cash flow and expenditures), staffing standards and ratios, etc. with minimal oversight.
25%	Independently conduct ad-hoc research and analysis on issues or proposals impacting the state hospitals. This may include obtaining data from various entities, compilation of data (both quantitative and qualitative), data analysis, fiscal and programmatic research and the development of formal reports to be presented to management. Prepare budget change proposals and administer fiscal special projects. Lead team on activities related to monitoring, tracking, and preparing analysis for actions taken throughout the legislative budget hearing process.
5%	Other duties as assigned.
Other Information	<p>The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p> <p>A majority of the essential functions of this position may be performed via telework and/or flexible scheduling. Consistent with Policy Directive 5338, telework may be considered with prior approval from management. If approved, incumbent is expected to provide in-office coverage on a rotational basis, attend a variety of face to face meetings, and/or may travel throughout California as needed, with prior notice.</p> <p>Independence of action and the ability to manage time and multiple priorities is required.</p> <p>Use of technology, including but not limited to Microsoft Office, Microsoft Teams, WebEx, Zoom, Cisco Jabber and other virtual platforms is required.</p> <p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.</p> <p>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p> <p>_____</p> <p>Employee's Signature</p> <p>_____</p> <p>Date</p>

	<p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <p>_____</p> <p>Supervisor's Signature</p> <p>_____</p> <p>Date</p>
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